

## National Operations Center Request Procedures

1. All requests for the following missions should be directed to the National Operations Center (NOC):

- a. ALL counterdrug missions (actual & training).
- b. Homeland security (HLS) missions (actual only, not training).
- c. National special security event missions.
- d. Missions directed by a national, USAF-approved MOU.  
National Weather Service, Salvation Army, American Red Cross, Federal Emergency Management Agency, United States Coast Guard Auxiliary and other federal agencies.
- e. Missions for federal, state and local agencies being executed without a USAF approved MOU.
- f. Non-CAP passenger missions (USAF & Corporate requests).
- g. Flight Academies (academies will be approved as an activity, not flight by flight).
- h. Missions in support of military base commanders (e.g. low-level route and perimeter surveys).

2. The NOC is required, except under some emergency situations, to receive a written mission request from the agency or customer (email, fax or letter).

3. The NOC must coordinate all Counterdrug missions with the appropriate federal law enforcement agency.

4. The NOC will forward request to CAP-USAF/XO for approval.

5. When the request has been approved, the NOC will then issue mission numbers for ALL categories above.

6. The following missions will continue to be approved by other agencies or by local commanders:

- a. Search and Rescue (SAR) Missions will still be approved by the Air Force Rescue Coordination Center (AFRCC).
- b. Imminently serious disaster relief (DR) missions will still be approved by the Air Force National Security Emergency Preparedness Agency (AFNSEP).
- c. 911T Missions will still be jointly approved by the Wing Commander and the State Director.
- d. The CAP-USAF Liaison Region will still approve funded SAR, DR, and HLS training missions including USAF approved CAPF 5 and 91 evaluations and National Check Pilot Standardization Courses (NCPSC) via the CAPF 10 process.
- e. The following missions will still be approved by local commanders/flight release officers: CAP & ROTC Cadet Orientation Rides; proficiency flights; maintenance flights; non-funded SAR, DR, and HLS Training missions including CAPF 5 and 91 evaluations; non-funded NCPSCs; flights to official conferences or meetings
- f. Missions designated in current, USAF-approved MOUs where the approval authority is designated at a lower level than the National Headquarters.

7. For clarification, the flight release process has not changed. Receiving mission approval and a mission number does NOT constitute flight release.

8. These procedures have been developed to comply with the requirements of public law and DOD regulations. Address any questions about these procedures, or any mission related issues, to the NOC at [opscenter@cap.gov](mailto:opscenter@cap.gov) or via phone at (888) 211-1812. Thank you for your support!